

**FIREFIGHTERS', POLICE OFFICERS'
AND EMERGENCY MEDICAL SERVICES PERSONNEL'S
CIVIL SERVICE COMMISSION**

**NOTICE OF WRITTEN EXAMINATION & SOURCE MATERIALS LIST
FOR THE RANK OF
POLICE COMMANDER**

DATE: March 18, 2021

TIME: 9:00 a.m.

PLACE: Learning & Research Center
5202 E. Ben White Blvd., #500
Austin, Texas 78741

ELIGIBILITY REQUIREMENT: This written examination shall be held in accordance with Civil Service Law, Chapter 143 of the Texas Local Government Code, and Rule 7 – Classified Service Promotions - of the Local Rules of the Firefighters', Police Officers' and Emergency Medical Services Personnel's Civil Service Commission, and shall be open to all sworn personnel who have had two (2) continuous years of service in the rank of Police Lieutenant immediately before the date of the written examination.

ELECTRONIC REGISTRATION FOR EXAMINATION:

As required by Civil service Commission Rule 7.06, all eligible candidates who intend to take the examination **MUST** register.

Candidates will sign up for examinations electronically at: <https://signup.com/go/YxtPmGk>

Registration must be made no later than 9:00 a.m. 03/11/2021. Exam registration and Letter of Intent signing instructions can be found at:

https://cityspace.austintexas.gov/files/assets/workspace/hrd/civil-service/police/2021-commander_sign-up-instructions.pdf

You will receive a confirmation email which will serve as your letter of intent. Civil Service will have the master list of those who have signed up. **Only those applicants who have registered by signing a Letter of Intent through the electronic process will be admitted to the examination.**

POSTED:

TIME:

CONTENT OF EXAMINATION: Examination questions will be taken from the following materials: (No questions will be taken directly from charts, graphs, photographs or other graphics in the sources, unless detailed in the text.)

Leading at a Higher Level: Blanchard on Leadership and Creating High Performing Organizations 3rd Edition

Author: Ken Blanchard

Publisher: Pearson Publishing

ISBN-13: 9780134857534

(Can be ordered at pearson.com)

Candidates are responsible for all chapters.

35% of the examination questions will come from this source.

Austin Police Department General Orders in effect on 9-08-2020

Austin Police Department Philosophy

Austin Police Department Values: I. C.A.R.E.

Austin Police Department Vision Statement

Austin Police Department Mission Statement

Austin Police Department General Orders

Chapter 1 – Department Organization and Administration

105 – Community Policing

110 - Organizational Structure and Responsibility

116 – Security and Release of Records and Information

Chapter 2 – Response to Resistance and Pursuit Policies

200 – Response to Resistance

202 – Firearm Discharge Situations

204 – Leg Restraint Device

206 – Control Devices and Techniques

208 – TASER Device Guidelines

211 – Response to Resistance Inquiry, Reporting and Review

212 - Force Review Board

214 – Vehicle Pursuits

215 – Foot Pursuits

Chapter 3 – Field Operation, Custody, and Traffic Enforcement Guidelines

301 - Responsibility to the Community

302 – Public Recording of Official Acts

303 – Body Worn Digital Recording Systems

304 – Digital Mobile Audio Video Recording

306 – Search and Seizure

326 – News and Media Relations

328 – Racial or Bias-Based Profiling

362 – Outside Agency Assistance and Joint Task Forces

364 – Off-Duty Law Enforcement Actions

Chapter 4 – Incident Response, Investigation and Reporting Guidelines

407 – Emergency Management

408 – Mobile Field Force

412 - Hostage, Barricaded, and Suicidal Subject Incidents

414 – Bomb Threats, Explosive Devices, and Bombing/Explosion Incidents

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- 445 – Mental Health Response
- 455 – Social Media for Official Use

Chapter 6 – General Support Operations

- 616 – Public Safety Camera System
- 617 – Critical Incident Support Systems and Procedures

Chapter 9 – Personnel Policies

- 900 - General Conduct and Responsibilities
- 901 - Special Investigations
- 902 - Administrative Investigations
- 903- Discipline Matrix
- 904 - Grievance Procedures
- 906 - Guidance Advisory Program
- 908 - Reporting of Employee Arrests and Police Involvement
- 914 – Equal Employment Opportunity and Non-Discrimination
- 916 - Drug and Alcohol Free Workplace
- 917 – Drug and Alcohol Abuse and Treatment
- 918 – Promotion, Transfer, and Vacancy Guidelines for Sworn Employees
- 924 - Personal Appearance Standards
- 956 - On-Duty Injury and Illness
- 957 - Communicable Disease Exposures and Response Protocols
- 958 - Limited Duty, Extended Limited Duty, Return to Work, and Pregnancy
- 959 - Restricted and Administrative Duty
- 972 - Employee Speech, Expression, and Social Networking

Chapter 10 – General Policies

- 1000 - Department Technology Use
- 1002 - Electronic Mail (Email) Communications
- 1009 - Building Security
- 1011- Purchasing

Link (*available on computers inside the APD network only*):

<G:\Public\Public Data Shared Outside APD\Promotional Materials\2021 Commanders Promotional Exam Materials>

40% of the examination questions will come from this source.

Texas Criminal and Traffic Law Manual, 2019-2020 Edition

ISBN: 9781641304214

Publisher: **Blue360° Media** (844) 599-2887

www.blue360media.com

Candidates are responsible only for the sections indicated below:

Texas Penal Code:

All Chapters

25% of the examination questions will come from this source.

ADMINISTRATION OF EXAMINATION: 2.5 hours will be allowed for answering the questions.

An assessment process related to this exam is planned. Assessment time and location will be announced in a subsequent posting.

POSTED:

TIME: